



2018 CLIMATE PROTECTION GRANT PROGRAM

Bay Area Air Quality Management District

Draft Procedures & Guidelines

Table of Contents

SECTION I GENERAL INFORMATION	1
Program Summary	1
Schedule	2
Who Can Apply	2
Award Amounts	2
Duration	2
Activities not Eligible for Air District Funding	2
SECTION II GOAL AND OBJECTIVES.....	3
SECTION III GRANT PROGRAM CATEGORIES	4
1) Reducing GHGs from Existing Buildings	4
2) Innovative Strategy Grants	5
SECTION IV APPLICATION REQUIREMENTS AND PROCEDURES.....	6
Application Deadline	6
Application Checklist.....	7
Formatting	8
Letter of Interest (optional)	8
Electronic Submittal Process	8
Contact Information	9
SECTION V EVALUATION AND SCORING CRITERIA	10
SECTION VI AFTER RECEIVING A GRANT.....	11
Award Process	11
Payment of Grant Funds	11
Reporting	11
Meetings/conferring.....	12
APPENDIX A.....	13
Climate Protection Grant Cover Sheet	13
APPENDIX B.....	14
Guidelines for Estimating Greenhouse Gas (GHG) Emission Reductions	14
APPENDIX C.....	15
Letter of Interest Instructions and Template	15

Bay Area Air Quality Management District

Climate Protection Grant Program (2018)

GUIDELINES

SECTION I GENERAL INFORMATION

Program Summary

The Bay Area Air Quality Management District (Air District) aims to create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate. Climate change—which has already begun to affect the region, state and world—threatens to degrade air quality and to potentially jeopardize the health and well-being of Bay Area residents, especially those in the most vulnerable communities. In 2017, the Air District adopted “Spare the Air, Cool the Climate,” its multi-pollutant 2017 Clean Air Plan (Plan). Consistent with the greenhouse gas (GHG) reduction targets adopted by the State of California, the Plan lays the groundwork for a long-term effort to reduce Bay Area GHG emissions 40 percent below 1990 levels by 2030 and 80 percent below 1990 levels by 2050.

The 2018 Climate Protection Grant Program is a one-time funding program that prioritizes projects that make progress towards achieving the Air District’s 2050 target and accelerating the implementation of local climate action plans. Under this grant program, the Air District will fund activities in two categories:

- 1) Reducing GHGs from Existing Buildings, and
- 2) Fostering Innovative Strategies with long-term impacts in reducing GHG emissions.

Further descriptions of these two categories and examples of eligible projects are listed in Section III Grant Program Categories.

The Climate Protection Grant Program is intended to complement the emission reduction goals contained in the Air District’s existing and future grant and incentive programs while establishing distinct funding requirements.¹ In 2018, the Air District’s Strategic Incentives Division (SID) will provide over \$100 million in grants and incentives for a wide variety of on-and off-road clean and zero-emission vehicles and infrastructure projects, trip reduction, and woodstove replacements. The Air District’s new Technology Implementation Office (TIO) will focus on deploying innovative technologies for commercial and industrial applications. This Climate Protection Grant Program offers funding that aligns with the emission reduction goals of SID and TIO, but does not overlap

¹ In 2018, the Air District’s Strategic Incentives Division (SID) will provide at least \$50 million in grants and incentives for a wide variety of on-and off-road clean and zero-emission vehicles and infrastructure projects, trip reduction, and woodstove replacements. The Air District’s new Technology Implementation Office (TIO) will focus on deploying innovative technologies for commercial and industrial applications. For more information about Air District grant programs, please visit our website <http://www.baaqmd.gov/grant-funding>.

with the same funding eligibility requirements of these existing programs. For more information about Air District grant programs, please visit our website <http://www.baaqmd.gov/grant-funding>.

Schedule

Tentative Dates	Action
Early March - early April 2018	Release final guidelines Applicants provide Letters of Interest (if necessary) Convene application workshops
Late April 2018	Applications due
May 2018	Announce grant awards
June/July 2018	Execute award agreements

Who Can Apply

Only public agencies are eligible to apply. Public agencies include cities, counties, special districts, school and community college districts, and community choice energy programs that are located and provide services within the Air District's jurisdiction, i.e., Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara Counties, and the southern parts of Solano and Sonoma Counties.² Eligible grant recipients must be responsible for the implementation of the project and have the authority and capability to complete the project. Partnerships with third parties - such as non-profit organizations, private business, and other public agencies - are encouraged; however, only public agencies may apply for and administer the grants.

Award Amounts

A total of \$4.5 million is available for climate protection grants. Award amounts are limited to between \$100,000 and \$300,000. Applications that exceed this range will be considered, however, a Letter of Interest must be submitted prior to submission of a full application, and there is no guarantee that awards exceeding \$300,000 will be made.

Duration

All work funded by grants must be completed within 1-2 years of the execution of funding agreements.

Activities not Eligible for Air District Funding

The Grant Program will not fund:

- cost of preparing or submitting grant application
- lobbying
- new staff positions (although grants may cover staff time to develop/implement proposed activities)
- development of climate action plans or general plans
- endowment campaigns
- fundraising activities
- grants/scholarships to individuals

²Air District boundary maps: <http://www.baaqmd.gov/research-and-data/interactive-data-maps>

- primary academic research
- marketing of products or technologies
- Research and development for new technologies or products

Any work performed prior to the full execution of a funding agreement is not eligible for funding.

SECTION II GOAL AND OBJECTIVES

The over-arching goal of the Climate Protection Grant Program is to ***achieve GHG reductions by accelerating implementation of the Air District's 2017 Clean Air Plan.***

The Air District will achieve this goal by funding activities that support the following objectives. While to be eligible for funding applications *must* support Objective 1, applications *may* support more than one of the other optional objectives.

Objective 1 (Mandatory): Support Implementation of measure(s) outlined in the Air District's 2017 Clean Air Plan

Applications must support the implementation of one or more of the 85 control measures described in the 2017 Clean Air Plan.

Objective 2: Achieve air quality co-benefits

The Air District's Clean Air Plan addresses multiple pollutants including GHGs. Certain, but not all, actions that reduce greenhouse gas emissions also reduce criteria air pollutants (ozone, particulate matter, sulfur dioxide, lead, and nitrogen oxide, and carbon monoxide,) and toxic air contaminants (diesel PM, benzene, etc.).³ The Air District seeks to fund projects that reduce these pollutants in addition to GHGs.

Objective 3: Accelerate local implementation of GHG reduction policies and programs

Local climate action plans often serve as the critical framework that identifies specific actions local governments plan to take to reduce GHG emissions. The Air District seeks to accelerate the implementation of local climate action plans, particularly where they overlap with the Air District's Clean Air Plan.

Objective 4: Engage and benefit impacted/CARE communities⁴

Some communities in the Bay Area continue to be disproportionately impacted by higher pollution levels than other areas. These communities are generally near freeways, large industrial facilities and busy distribution centers such as ports. The Air District's Community Air Risk Evaluation (CARE) program identifies communities most affected by high levels of toxic air contaminants, particulate matter and emissions that lead to smog formation. These "impacted communities" may also include low-income neighborhoods that would benefit from the promise of climate protection solutions (financial savings, job creation, improved air quality, etc.). The Air District seeks to fund projects that engage or

³ For a list of toxic air contaminants, see

http://www.oehha.ca.gov/air/toxic_contaminants/pdf_zip/Appendix%20A.pdf

⁴ See <http://www.baaqmd.gov/plans-and-climate/community-air-risk-evaluation-care-program>

benefit these impacted communities, and ensure their ability to enjoy the many co-benefits of climate protection activities.

Objective 5: Implement innovative approaches

Grant funds may be used for pilot-testing innovative new projects or policy approaches, particularly those that hold promise for long-term reductions in GHG emissions.

Objective 6: Create replicable solutions for the Bay Area and elsewhere

The Air District seeks to identify GHG-emission-reduction strategies that can be easily and widely replicated throughout Bay Area cities and counties, throughout the State and beyond.

SECTION III GRANT PROGRAM CATEGORIES

In order to achieve the goal and objectives of the Climate Protection Grant Program, the Air District is focusing on two important program areas:

- reducing GHG emissions from existing buildings; and
- fostering innovative, cutting-edge GHG-reducing policies and strategies.

This funding strategy allows the Air District to invest deeply in one focused area – energy use in existing buildings – while also making funding available for projects in any economic sector that are particularly innovative and demonstrate potential for GHG reductions over the long-term.

1) Reducing GHGs from Existing Buildings

Energy used in residential and commercial buildings is a major source of GHG emissions in California, the Bay Area and communities throughout the region. Commercial and residential buildings account for nearly 70 percent of California's electricity consumption and 55 percent of its natural gas use. While the State of California and many local governments are aggressively addressing GHG emissions associated with energy use from new construction, existing buildings will continue to be a large source of emissions well into the future. In fact, two-thirds of the buildings that will exist in 2050 have already been built. This grant program is designed to address this legacy of building-related GHG emissions.

State, regional and local climate protection goals are well-aligned around reducing GHG emissions from the buildings sector. Under SB 350, the State of California is aiming to increase the energy efficiency of existing buildings by 50 percent by 2030. The Air District's 2017 Clean Air Plan includes many actions focused on building energy use and specifically on reducing fossil fuel use in buildings. All of the 65+ local climate action plans in the Bay Area include measures designed to reduce GHG emissions from the buildings sector. This grant program is intended to accelerate the implementation of all these efforts.

History has shown that achieving large-scale reductions in GHG emissions from the existing building stock is exceptionally difficult. This is largely because the decision-making and implementation associated with changes to building energy use is extremely decentralized. Decision-makers are individual building owners. Decisions to switch to

more energy efficient building systems and technologies, or to switch to lower carbon/carbon free energy alternatives depend on multiple factors, including access to information and financing. What low carbon alternatives are available? What is the payback time for different technologies? What rebates and tax credits might be available? Building owners may not know what questions to ask, let alone where to ask them. Often, the first place building owners go for this information is to contractors, vendors and installers of building technologies. A lack of information, expertise or incentives at these sources can often impede the best information reaching the decision-maker.

This funding category is intended to help address this problem and facilitate the implementation of energy efficiency and renewable energy technologies in existing buildings to reduce building energy use overall, and particularly to reduce fossil fuel use and/or combustion in buildings, as well as high-global warming potential (GWP) gases.

The following practices and technologies (just a sampling) would be appropriate under this funding category: energy efficiency and conservation; solar water heating; heat pumps; solar photovoltaic (PV) energy; battery storage; switching from natural gas to electric or renewable energy end uses; reducing refrigerant use or switching to low-GWP refrigerants, etc.

Eligible projects could include (but are not limited to):

- Training and outreach programs for vendors and installers about preferable technologies to offer customers at time of replacement
- Development of new local building standards to support equipment upgrades when property is sold or renovated.
- Streamlining of permitting processes, reducing of fees for low-carbon remodels and installation of low-carbon alternative technologies and energy systems
- Co-op funding program between public agency and vendors to incentivize low-carbon technologies and energy systems
- Revolving loan fund or other funding mechanism for home or business owners to install low carbon technologies and renewable energy generation systems
- Outreach and incentive programs for commercial building owners to address refrigeration system leaks and replacement with more climate-friendly refrigerants.

These examples provide general guidance, and neither limit the range of potentially eligible projects nor guarantee funding for any project.

2) Innovative Strategy Grants

Transitioning to a post-carbon economy presents a daunting challenge. This challenge provides a tremendous opportunity for the development of new technologies, solutions, and ideas that will ensure humanity's continued viability and prosperity as a region.

"To protect public health and stabilize the climate, we must quickly reduce our dependence on fossil fuels and embark on the transition to a post-carbon economy."

- 2017 Clean Air Plan

The Air District is committed to achieving GHG emission reductions across all economic sectors, including energy, solid waste, water, agriculture, stationary sources, transportation, and natural and working lands. In 2017, the Air District launched a Technology Implementation Office (TIO), which will offer financing and matchmaking to

accelerate the deployment of disruptive, low-cost technologies in the areas of zero emissions vehicles, smart/connected technologies, and lower emission industrial processes. The Climate Protection Grant Program is designed to support and complement the efforts of the TIO by funding policy development and implementation strategies that enable greater GHG emission reductions.

This grant category is specifically intended to encourage and support innovative policies and strategies with regional potential. The Air District will maximize the impact of its grant funding by supporting projects that foster the development and implementation of ground-breaking approaches that overcome current barriers and create new pathways to a post-carbon economy.

Fostering Innovation

Achieving the long-term goal of reducing GHG emissions 80% below 1990 levels by 2050 will require the development and implementation of new approaches and new ways of conducting business, by all sectors of the community. Grant funds are available to help bring creative, innovative strategies to fruition, especially those that result in transformative impacts well beyond the scope of the original project. For example, when the Air District issued climate protection grants in 2010, two particularly innovative strategies that were funded were *Marin Clean Energy*, California's first community choice energy program, and *Berkeley First*, which created the concept of property-assessed clean energy (PACE) financing. Both of these projects resulted in widespread impacts and replication. This is the intent of this grant category – to launch new game-changing policies, strategies and programs that will have long-term, transformative impacts.

Grant funds may be used for scoping and piloting innovative new projects or policy approaches in any economic sector. A specific barrier to large-scale GHG reduction must be identified and addressed. Eligible projects could include (but are not limited to):

- Design and implementation of innovative financing mechanisms;
- Development of a GHG-based market-based mechanisms;
- Creation of a small business purchasing collective for energy efficient lighting/equipment/solar/clean vehicles/etc.
- Combination of new policy/program driver plus incentives to stimulate market demand for transformative technologies;
- New, innovative uses of social marketing to drive large-scale, near-term action, consumer awareness and behavior change;
- Creatively address barriers to implementing low-carbon solutions through technology or practices.

These examples provide general guidance, and are neither intended to limit the range of projects submitted for funding nor to assure funding for any project.

SECTION IV APPLICATION REQUIREMENTS AND PROCEDURES

Application Deadline

Applications must be uploaded electronically through the Air District's Procurement Portal no later than *5:00 pm on Friday, [date TBD]*. Only completed applications received by the deadline will be evaluated; incomplete applications will be rejected. ***Please see detailed instructions about the electronic submission process later in this section.***

Application Checklist

Any items submitted other than those specified in this Checklist will not be reviewed.

Cover sheet – Maximum 1 page (required)

The Air District's Climate Protection Grant Program Cover Sheet (Appendix A) must be signed by a person with authority to legally bind your organization (in electronic applications, a typed-in name is legally equivalent to a signature⁵).

Proposal Narrative – Maximum 8 pages:

Project narratives should be concise, and adequately and clearly address all the following required elements.

- a. *Summary of Project* – Provide a clear and concise description of the project, including the need or problem being addressed, and why funding from the Air District is critical in meeting that need.
- b. *Strategic approach* – Include a detailed description of what the project will do, how it will do it, any partners and their specific roles, why this particular approach is proposed. Provide a table of major deliverables and estimated completion dates. Deliverables should include expected milestones and coincide with stated objectives of the project.
- c. *Connection with Air District's goal and objectives* – State specifically how the project and approach will support the grant program's goal and objectives, being clear as to which objectives the project will support. Use quantitative descriptions of co-benefits as much as possible, clearly explaining the assumptions and methodologies used for making these estimations.
- d. *Potential for GHG Reduction* – Use the emissions quantification guidelines in Appendix B to estimate the GHG emission reductions expected to result from the project. Describe the basis for estimating the potential emission reductions. Discuss the likelihood that the proposed project activity will achieve the emission reduction goals (e.g., will implementation actions be mandatory versus voluntary; have incentive funds been secured).
- e. *Measuring success* – Clearly state the metrics by which success will be evaluated. Describe the criteria to be used to determine if the project has achieved its goals and objectives. A combination of both qualitative and quantitative metrics can be used.

Project Budget – Maximum 2 pages (required)

Provide a full budget for the proposed activity, broken out by year (if applicable). The budget will enable evaluators to determine the likelihood of the full project being funded, how Air District funds might be leveraged, the relative weight of different elements of the proposed activity, etc. Identify budget line items funded by the Air District's Climate Protection Grant Program. List all other funders, their total contribution (including in-kind), and indicate whether that contribution has been secured (in-hand), committed, requested or not yet requested.

⁵ See the Electronic Signatures in Global and National Commerce Act, <http://www.ftc.gov/os/2001/06/esign7.htm>

Include, at a minimum, the following line items:

- Salary – list project team members, hours for each and hourly rates for each
- Fringe/benefits – list fringe rate
- Specific consultants/sub-contractors – list estimated hours and rates
- Meetings – convening of any public meetings, workshops, trainings, etc. required as part of your project (NOT internal project team meetings)
- Materials design & production (including web)
- Indirect expenses / overhead – list your indirect/overhead rate
- Other expenses

In addition, provide a brief budget narrative of 1-2 sentences for each line item to add clarity and specificity.

Partnership Letter of Commitment (optional)

If applicable, provide letters of commitment from any other public agencies, non-profit, business or other collaborators detailing what they are providing to the proposed project (technical support, matching funds, etc.).

Formatting

Proposals must be single-spaced, with a minimum of 1-inch margins and 12-point font. The Air District's Climate Protection Grant Cover Sheet (Appendix A) will serve as the proposal's cover sheet / title page. Proposals should have the name of the applying organization and page number on each page. Proposals must be submitted as a PDF.

Letter of Interest (optional)

A Letter of Interest is required to be submitted prior to developing a full proposal if an applicant is planning to request more than \$300,000. In addition, a potential applicant may wish to submit a Letter of Interest if they would like Air District staff to review their project concept and provide feedback. This may be particularly helpful if an applicant is planning to collaborate with other public agencies on a joint application, is looking to be matched with potential partner agencies, or simply if an applicant wishes to receive initial feedback about the eligibility or potential competitiveness of a proposed project.

Letters of Interest may be submitted within the first two weeks of the open solicitation period. Deadline for submission is 5:00 pm on Friday, [date TBD] 2018. Detailed instructions and a template are located in Appendix C.

Electronic Submittal Process

Interested applicants must create an account through the Air District's Procurement Portal and use the link provided below to submit required applications, optional Letters of Interest and general questions. Faxed, mailed or couriered proposals will not be accepted.

Using the Air District's Procurement Portal to submit your application:

Step 1: Go to [link TBD].

Step 2: Under the Login tab, create a Bonfire account under 'New Vendor Registration.' Fill out all fields and select 'Create account.' An Account Confirmation Email will be sent

to the email address provided. Once received, open the email and follow instructions to confirm your account.

Step 3: Return to Bonfire account and create a 'Vendor Record.' Complete all fields and select 'Yes' for email notifications, to receive upcoming due date reminders, or other applicable information related to the grant program.

Step 4: Once saved, you'll now have access to the Climate Protection Grant Program option. Here you can download the grant program guidelines, upload completed applications and letters of interest, and view FAQs that will be developed and posted during the open application period.

Step 5: While logged in to the Climate Protection Grant Program, select 'Prepare Submission.' Upload your document (letter of interest or full application). Once submitted, you will receive a submission receipt and confirmation code.

Contact Information

Grant applicants are encouraged to discuss their grant proposals with Air District staff prior to submittal. The primary contact for the Climate Protection Grants is:

Yvette DiCarlo
Assistant Manager
climate@baaqmd.gov

SECTION V EVALUATION AND SCORING CRITERIA

Applications will be reviewed after the submittal deadline, and eligible projects will be evaluated and ranked according to scoring criteria described below.

	Possible Points
Potential for GHG reduction	25
Support for Air District's goal and objectives	20
Strength and feasibility of strategic approach	20
Cost-effectiveness	15
Strength and feasibility of deliverables and timeline	10
Strength of budget	5
Benefit to CARE communities	5
TOTAL Points Possible	100 Total

- 1) Potential for GHG reduction [25 points]
Extent and quality to which the proposal describes how the proposed activity will directly impact GHG emissions, including reasonableness of assumptions. Direct impact means the near-term (within 1-2 years of project completion) result of the full implementation of the proposed activity.
- 2) Support for Air District's goals and objectives [20 points]
Extent to which the proposed activity is consistent with and supports the goal and objectives of the Climate Protection Grant Program. Scoring will take into consideration the number of objectives the proposed activity supports, as well as how strongly the proposed activity supports a given objective. It is possible for an application that supports one or two objectives very strongly to score higher than a proposal that supports all six objectives superficially.
- 3) Strength and feasibility of strategic approach [20 points]
Achievability of the project's goals and objectives and likelihood that the strategic approach will be successful. Extent to which partners are used appropriately and effectively (if applicable). Extent to which the deliverables are commensurate with the level of funding requested. Extent to which the proposed project budget is adequate for successful implementation of the strategic approach and of achieving the deliverables of the project.
- 4) Cost-effectiveness [15 points]
Extent to which the GHG emission reductions estimated in the proposed project can be accomplished (and potentially replicated) in a cost-effective manner. This is determined by dividing the total amount of the funding request by the estimated GHG reduction achieved directly as a result of the project (within 1-2 years of project completion).
- 5) Feasibility of deliverables and timeline [10 points]
Viability of the time schedule and likelihood that all deliverables will be completed within the proposed timeframe.

6) Strength of budget [5 points]

Scoring will take into consideration the extent to which Air District funds are leveraging additional funding, the extent to which full funding for the project has been secured, the balance between programmatic expenses (key staff time, project activities, etc.) and administrative costs, and the degree to which the applicant is providing matching funds (matching funds are not required). For scoring purposes, the value of in-kind resources, such as expected staff or volunteer hours, will be calculated at 50% of cash contributions.

7) Benefit to CARE communities (as described in Objective 4, page 3) [5 points]

Extent to which the proposed activity occurs within a CARE community⁶, serves a CARE community, and/or provides a benefit to a CARE community. Benefits might include lower air pollution, reduced energy need/use, financial savings, job creation, etc.

SECTION VI AFTER RECEIVING A GRANT

Award Process

Notification of awards will be made by [date TBD]. Applicants will be notified electronically after projects are preliminarily approved for funding by the Air District Board of Directors. However, final approval for funding occurs only when a signed funding agreement has been executed by both the project sponsor and the Air District. Air District staff will prepare funding agreements that set forth the terms, conditions, and monitoring and reporting requirements of each Climate Protection Grant. **Via funding agreements, project sponsors are legally bound to meet certain requirements**, including notifying the Air District of any change in operation, making periodic reports, and providing certificates of insurance. If a project sponsor does not comply with all the terms and conditions of a funding agreement, it may have to repay a portion or all of the funds granted, and the sponsor may be barred from future Air District grants. If the Air District awards an amount that differs from the amount requested, Air District staff will work with the awardee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant contract, the awardee can commence work on its funded activities.

Payment of Grant Funds

The payment schedule will be established in the funding agreement for each project. No funds will be released until the funding agreement has been signed by the project sponsor and the Air District (i.e. fully executed). In general, payment will be made on a reimbursement basis, after project costs are incurred and documented. The final payment will be made upon adequate completion of all deliverables and submittal of a complete final report (including narrative and financial reporting).

Reporting

Grantees are required to report on the progress of their grant activities every six months. Interim reports (for the first six-month period) include narrative descriptions of progress and financial accounting of the grant program to date. Annual reports include narrative

⁶ Geographic boundaries of CARE communities can be found at <http://www.baaqmd.gov/plans-and-climate/community-air-risk-evaluation-care-program>.

descriptions of the second half of the year's activities and final fiscal accounting for the whole year. For one-year grants, the annual report is considered the final report. Interim reports are used by the Air District to identify potential problems with grant implementation, to intervene with grantees and modify approaches to ensure successful outcomes. Final reports are used to analyze the impact of the Air District's investments and assist in shaping future grant programs. All reports will be used to share information and promote successes among grantees and with the greater Bay Area community.

Report formats and requirements will be provided to grantees with their award materials.

Meetings/conferring

The Air District will convene a meeting for all its grantees after the first year of grant implementation to share program information and results, and to foster the creation of partnerships and important collaborations among public agencies throughout the Bay Area. Attendance at the annual meeting is strongly encouraged, but not required.

In addition, Air District staff will make every attempt to meet individually with all grantees midway through their project implementation.

APPENDIX A

Climate Protection Grant Cover Sheet

I. Applicant

Name of Jurisdiction:

Type of Public
Agency:

☐ Local government ☐ Special District ☐ Community Choice Energy

☐ Other (specify)

Primary
Contact Person:

Phone #:

()

E-mail:

II. Project

Project Title:

Program Category:

☐ Reducing GHGs from Existing Buildings ☐ Fostering Innovative Strategies

Total Project Cost: \$

Funding Request: \$

Individual authorized to enter into a formal agreement with the Air District:

I authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds.

Signature:

Print Name:

Title:

Date:

APPENDIX B

Guidelines for Estimating Greenhouse Gas (GHG) Emission Reductions

Applicants are encouraged to use the emission factors and equations provided below. However, applicants may use established protocols and methodologies but must document these approaches. Total estimated GHG emission reduction units should be expressed in metric tons of CO₂ equivalent (MTCO₂e).

Determining GHG reductions from projects addressing building energy use:

Electricity emission factors:

If electricity is provided by PG&E:

(number of megawatt hours saved) X .197 = MTCO₂e reduced⁷

If electricity is provided by a Community Choice Energy (CCE) program: contact the CCE for its 2015 emission factor for CO₂e, and multiply by the amount of megawatt hours reduced by the project. If a 2015 emission factor is not available, please indicate the year that corresponds with the emission factor used.

Natural gas:

(number of therms saved) X 0.005 = MTCO₂e reduced⁸

Determining GHG reductions from projects addressing waste management:

Waste Diversion

Compost emission reduction factors by feedstock:⁹

Food waste: (tons diverted) X 0.62 = MTCO₂e reduced

Yard trimmings: (tons diverted) X 0.44 = MTCO₂e reduced

Mixed organics: (tons diverted) X 0.56 = MTCO₂e reduced

For other waste reduction projects (recycling, waste diversion, etc.), identify the type(s) of waste reduced, and simply specify the amount (in tons) reduced for each waste type: aluminum, glass, plastic, yard waste, food waste, newspaper, office paper, cardboard. If you do not know or cannot estimate waste reduction by waste type, estimate an aggregated amount of waste reduced and indicate the type as “mixed waste.”

Determining GHG reductions from projects addressing transportation:

Transportation

On-road gasoline: (# gallons of gasoline saved) X 0.009 = MTCO₂e reduced¹⁰

On-road diesel: (# gallons of diesel saved) X 0.01 = MTCO₂e reduced¹¹

Contact the Air District for specific guidance not provided here (climategrants@baaqmd.gov).

⁷ This emission factor is the latest third-party verification for PG&E's 2015 delivered electricity.

⁸ U.S. EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

⁹ California Air Resources Board, www.arb.ca.gov/cc/waste/cerffinal.pdf

¹⁰ U.S. EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

¹¹ U.S. EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

APPENDIX C

Letter of Interest Instructions and Template

Instructions

A Letter of Interest is required to be submitted prior to developing a full proposal if an applicant is planning to request more than \$300,000. In addition, a potential applicant may wish to submit a Letter of Interest if they would like Air District staff to review their project concept and provide feedback. This may be particularly helpful if an applicant is planning to collaborate with other public agencies on a joint application, is looking to be matched with potential partner agencies, or simply if an applicant wishes to receive initial feedback about the eligibility or potential competitiveness of a proposed project.

Submission of a Letter of Interest is not required except for applicants seeking more than \$300,000. Letters of Interest will not be taken into consideration during the final evaluation and scoring of applications.

Letters of Interest may be submitted within the first two weeks of the open solicitation period. Deadline for submission is 5:00 pm on Friday, [date TBD] 2018. Air District staff may take up to two weeks to provide feedback on submitted letters.

Letters of Interest must follow the template format below. A Letter of Interest may only address one proposed project.

Letters of Interest must be emailed to Yvette DiCarlo at climate@baaqmd.gov.

Appendix C – Continued

Letter of Interest Template

Format requirements: No longer than 2 pages, single spaced with 12-point font, no attachments. Submissions longer than 2 pages will not be reviewed.

Provide Contact Information

Full Name of Public Agency

Contact Name

Contact Phone

Contact Email

Indicate Program Category

Specify the grant program category for which you expect to apply:

- Reduce GHGs from Existing Buildings
- Fostering Innovative Strategies

Provide a Project Summary

Succinctly describe the proposed project. Include information about the problem to be addressed and how the proposed project would address the problem. List other known and relevant information about the project that will help Air District staff provide useful feedback.

Provide a Project Timeline

Include a timeline that outlines major tasks and deliverables.

Provide a Budget Summary

Indicate the expected amount of funding sought from the Air District, and list any other major funders. Provide a description of anticipated expenses for major budget categories such as programmatic costs, staff time, consultants, etc.